

## **Program C: Archives and Records**

### **OBJECTIVES AND PERFORMANCE INDICATORS**

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2002-2003. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicators are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year of the budget document.

The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget FY 2002-2003.

DEPARTMENT ID: 04A Department of State  
 AGENCY ID: 04-139 Secretary of State  
 PROGRAM ID: Program C: Archives and Records

1. (KEY) To reduce the percentage of state agencies and their subdivisions operating without approved retention schedules to 62%.

Strategic Link: This objective is related to the program's mission of ensuring a viable and responsive records management program.

Louisiana: Vision 2020 Link: Not Applicable

Children's Cabinet Link: Not Applicable

Other Link(s): Not Applicable

Explanatory Note: Last year this objective was worded "To protect the integrity of state agency records, the program will ensure that at least 20 agencies will file new retention schedules and 10 agencies will update existing schedules" however this new wording more completely addresses the problem.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 2000-2001	ACTUAL YEAREND PERFORMANCE FY 2000-2001	ACT 12 PERFORMANCE STANDARD FY 2001-2002	EXISTING PERFORMANCE STANDARD FY 2001-2002	AT CONTINUATION BUDGET LEVEL FY 2002-2003	AT RECOMMENDED BUDGET LEVEL FY 2002-2003
K	Percentage of state agencies without retention schedules	72% <sup>1</sup>	69% <sup>1</sup>	64% <sup>1</sup>	64% <sup>1</sup>	60%	62% <sup>2</sup>
S	Number of state agencies	455	455	455	455	455	455
K	Number of state agencies with approved retention schedules	124 <sup>1</sup>	144 <sup>1</sup>	164 <sup>1</sup>	164 <sup>1</sup>	179	174 <sup>2</sup>

<sup>1</sup> This is a new performance indicator for FY 2002 - 2003 . It did not appear in Act 11 of 2000 or Act 12 of 2001 and does not have a performance standard for FY 2000-2001 or FY 2001 - 2002. The existing performance standard is an estimate not a standard.

<sup>2</sup> At Recommended level, the program anticipates a slight reduction in the number of retention schedules approved (resulting in a higher percentage of agencies without a retention schedule) because the program requires assistance from each agency to provide a listing of records they maintain and own their agencies needs for each record series provided. With the budget reductions taking place across state government, we anticipate this indicator to be impacted as other agencies face manpower and operating cuts.

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2. (KEY) To expand its archival acquisitions by acquiring at least 10% more collections during FY 2003 than were acquired the previous year.

Strategic Link: This objective relates to Strategic Objective 3: *The program will increase the number of new archival accessions each year by at least 10%.*

Louisiana: Vision 2020 Link: Not Applicable

Children's Cabinet Link: Not Applicable

Other Link(s): Not Applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 2000-2001	ACTUAL YEAREND PERFORMANCE FY 2000-2001	ACT 12 PERFORMANCE STANDARD FY 2001-2002	EXISTING PERFORMANCE STANDARD FY 2001-2002	AT CONTINUATION BUDGET LEVEL FY 2002-2003	AT RECOMMENDED BUDGET LEVEL FY 2002-2003
K	Percent change in number of new accessions	Not Applicable <sup>1</sup>	-38% <sup>2</sup>	Not Applicable <sup>1</sup>	Not Applicable <sup>1</sup>	10%	10%
S	Number of new accessions	Not Applicable <sup>1</sup>	55 <sup>2</sup>	Not Applicable <sup>1</sup>	Not Applicable <sup>1</sup>	67	67

<sup>1</sup> This is a new performance indicator for FY 2002 - 2003 . It did not appear in Act 11 of 2000 or Act 12 of 2001 and does not have a performance standard for FY 2000-2001 or FY 2001 - 2002.

<sup>2</sup> The values shown are actuals and not a performance standard.

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3. (KEY) To continue accessibility to archival and genealogical collections by maintaining the number of records available online to at least 85,000 records.

Strategic Link: This objective relates to Strategic Objective 4: *The program will improve accessibility to its archival and genealogical collections by making 10% of its indices and 10% of each of its educational exhibits available on the Department's website by FY 2007.*

Louisiana: Vision 2020 Link: Not Applicable

Children's Cabinet Link: Not Applicable

Other Link(s): Not Applicable

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 2000-2001	ACTUAL YEAREND PERFORMANCE FY 2000-2001	ACT 12 PERFORMANCE STANDARD FY 2001-2002	EXISTING PERFORMANCE STANDARD FY 2001-2002	AT CONTINUATION BUDGET LEVEL FY 2002-2003	AT RECOMMENDED BUDGET LEVEL FY 2002-2003
K	Number of records available online for research	Not Applicable <sup>1</sup>	50,072	Not Applicable <sup>1</sup>	85,000 <sup>2</sup>	188,200	85,000 <sup>2</sup>
S	Total number of patrons served	19,500	22,729	22,000	22,000	22,500	22,000 <sup>3</sup>
S	Number of patrons researching the archives using the Archives Research Room	3,460	4,643	4,150	4,150	4,150	3,100 <sup>3</sup>

<sup>1</sup> This is a new performance indicator for FY 2002 - 2003 . It did not appear in Act 11 of 2000 or Act 12 of 2001 and does not have a performance standard for FY 2000-2001 or FY 2001 - 2002.

<sup>2</sup> The value shown for existing performance standard is an estimate not a performance standard.

<sup>3</sup> This indicator relies on data input from the program's staff, as well as programming assistance from the agency's IT staff. With the pending merger and the acceleration of the conversion of elections and registration programs to programs written for the agency's AS/400, additional applications are likely to be suspended until the elections programming is completed.

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4. (KEY) To accommodate 90% of qualifying records transferred to State Archives for storage.

Strategic Link: This objective relates to Strategic Objective 1: Through FY 2006, the program will ensure its ability to accommodate adequately all records transferred to its custody.

Louisiana: Vision 2020 Link: Not Applicable

Children's Cabinet Link: Not Applicable

Other Link(s): Not Applicable

Explanatory Note: A qualified record is one that is accompanied with a retention schedule.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 2000-2001	ACTUAL YEAREND PERFORMANCE FY 2000-2001	ACT 12 PERFORMANCE STANDARD FY 2001-2002	EXISTING PERFORMANCE STANDARD FY 2001-2002	AT CONTINUATION BUDGET LEVEL FY 2002-2003	AT RECOMMENDED BUDGET LEVEL FY 2002-2003
K	Percentage of qualified records accepted	Not Applicable <sup>1</sup>	Not Available <sup>1</sup>	Not Applicable <sup>1</sup>	Not Applicable <sup>1</sup>	100%	90% <sup>3</sup>
S	Number of Records Transferred (in cubic feet)	Not Applicable <sup>1</sup>	5,466 <sup>2</sup>	Not Applicable <sup>1</sup>	Not Applicable <sup>1</sup>	7,000	10,000 <sup>3</sup>
S	Number of boxes disposed of from Records Center (1.2 cubic ft boxes)	Not Applicable <sup>1</sup>	5,876 <sup>2</sup>	Not Applicable <sup>1</sup>	Not Applicable <sup>1</sup>	5,900	5,900

<sup>1</sup> This is a new performance indicator for FY 2002 - 2003. It did not appear in Act 11 of 2000 or Act 12 of 2001 and does not have a performance standard for FY 2000-2001 or FY 2001 - 2002. Actual yearend performance figures for FY 2000-2001 is not available.

<sup>2</sup> The values shown are actual and not a performance standard.

<sup>3</sup> The program anticipates that the number percentage of qualified records will likely be reduced to 90% due to the fact that other agencies facing operational cuts and reduced workforces and possible moves to buildings with reduced storage space will need a place to store their records at the program's facilities (resulting in an increase in the number of records transferred while they develop their retention schedules and/or they bring their imaging systems into compliance with the program's optical imaging policy).